



Equipment Mechanic

Department/Division:	Public Works/Street Maintenance
Reports To:	Public Works Maintenance Manager
Provides Direction To:	Not Applicable
Amended:	July 1 2022

GENERAL PURPOSE

Under general supervision, performs semi-skilled, skilled, and preventative equipment maintenance work on City vehicles and mechanical equipment; administers parts inventory; coordinates more service work with contractors; performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Equipment Mechanic is differentiated from the Street Maintenance Worker II by its specialized knowledge of equipment maintenance practices and trouble-shoot methods as well as its additional administrative duties. The Equipment Mechanic is distinguished from the Public Works Maintenance Supervisor who has broader knowledge of public works maintenance practices, scheduling, and leadership responsibility over Street Maintenance crews.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

1. Administers preventative maintenance program for all City fleet equipment and participates in routine servicing of light duty vehicles.
2. Coordinates service work with contractors performing mechanical service, diagnosis, and repairs of City vehicles and other equipment.
3. Reviews and follows manufacturer's specifications for service trucks, heavy trucks, construction equipment, stationary and mobile power generation units, and miscellaneous equipment.
4. Diagnoses, troubleshoots, and repairs all City vehicles and miscellaneous equipment.

5. Perform major repair and overhaul on tools and all types of gasoline and diesel engines, gear boxes, differentials, transmissions and hydraulic equipment.
6. Perform welding repairs and metal fabrication by using both arc, MIG, TIG, brazing and oxyacetylene welding equipment and basic machine shop tools and equipment.
7. Completes and maintains accurate records of all maintenance and repair activities; enter work order history, cost and parts inventory data into computerized preventative/predictive maintenance program.
8. Coordinates purchasing actions with Public Works Maintenance Supervisor and maintains inventory parts and supplies for vehicles and equipment; generates purchase orders and orders new quantities and specific replacement parts as required and based on supervisory approval.
9. Monitors equipment and parts expenses and provides updates to Public Works Maintenance Supervisor given service histories and potential replacement.
10. Maintains clean and organized service bays and work areas.
11. May be required to operate a variety of vehicles and equipment including backhoes, loaders, dump trucks, miscellaneous equipment and service trucks as needed to diagnose problems and check performance; maintain a clean, organized and safe work area; follow safety rules and guidelines.
12. Serves on call to respond to emergency situations and maintenance needs and may work extended hours on weekdays, work nights, and weekends.

QUALIFICATIONS GUIDELINES

Knowledge of:

Techniques and methods of overhauling and repairing gasoline and diesel powered equipment and related components, including engines, transmissions, suspensions, starting systems, fuel systems, air conditioning systems, and electrical systems; theory, care, and operation of gasoline and diesel powered internal combustion engines and mechanical components for the maintenance and repair of mechanical equipment; methods, materials, tools, and equipment of the trade and their use in the maintenance and repair of mechanical equipment; preventive maintenance inspection methods; methods used in electric arc and acetylene welding; inventory records systems; and safe work practices.

Ability to:

Use manuals, automated record keeping systems, computerized diagnostic equipment, and diagnostic techniques to locate mechanical troubles and determine appropriate maintenance work; repair and overhaul gasoline, diesel and propane powered equipment and related components with a minimum of supervision; understand and follow oral and

written directions; prepare and maintain simple records; work safely; estimate the cost and time of repairs; perform skilled arc and acetylene welding; adapt available tools and repair parts to specific repair, remodeling or rebuilding problems; establish and maintain effective working relations with staff, contractors, vendors, and the general public.

Education/Training/Experience

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to high school graduation. Vocational training or certification in vehicle and mechanic equipment maintenance and repair.

Experience: Two or more years of journey-level experience in the maintenance and repair of light to heavy gas, diesel and propane powered equipment.

Licenses/Certificates/Special Requirements:

Valid Class B California driver's license, acceptable driving record, and proof of insurance in compliance with the City's Vehicle Insurance Policy standards.

Possession of, or ability to obtain, appropriate welding certificate (arc, oxy/acetylene, etc.) within one year of employment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear; walk; sit; climb or balance; stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and move materials, tools and equipment weighing up to 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with City staff, other organizations and the public; occasionally required to deal with dissatisfied or quarrelsome individuals.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts. This position has continuous exposure to unpleasant elements such as dust, fumes, odors, and high noise levels, or outside weather conditions when required to perform field repairs. The noise level is frequently loud, and over 85 decibels given the operation of power tools and equipment. The employee utilizes Personal Protective Equipment.

The employee is exposed to cleaning chemicals and agents, including greases and oils.